



# ERP Project

## *Introduction to PeopleSoft*

## *Chart of Accounts & General Ledger*

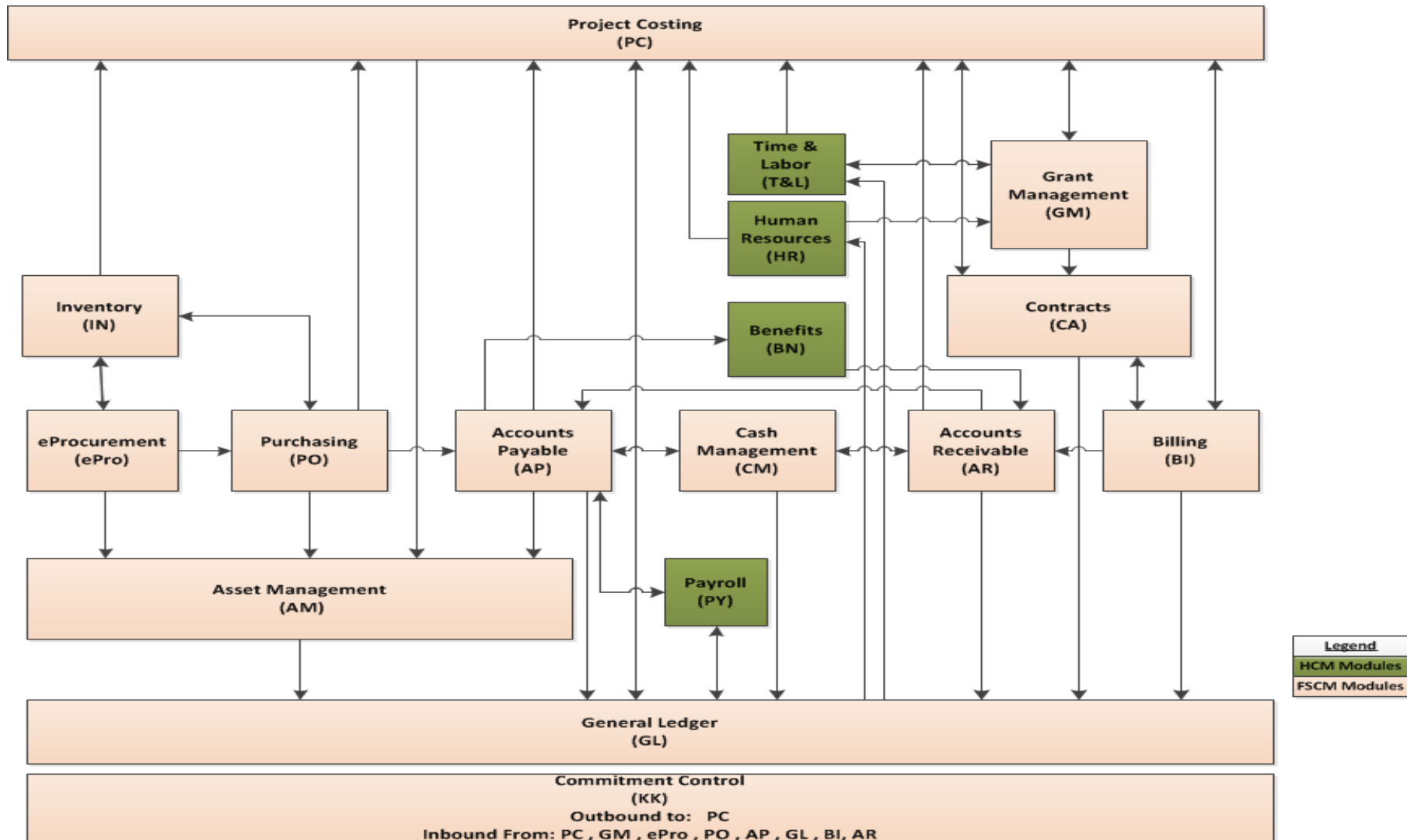


- **Presenter: Ian Wayne Wright**
- **Background:**
  - **Worked with PeopleSoft systems since 1996**
  - **Numerous Full Life implementations**
  - **Private Sector clients: Citigroup, Capital One, and Transocean**
  - **Public Sector clients: WMATA, Lexington-Fayette Urban County Government**
  - **Specialty is Budgeting and GL.**

- **Introduction**
- **Session Objectives**
- **PeopleSoft Overview**
- **Key Features**
- **Business Processes**
- **A Look at PeopleSoft 9.1**
- **Next Steps**
- **Questions**

- Introduce you to PeopleSoft 9.1 General Ledger
- How we achieve that:
  - Review Key PeopleSoft Features
  - Review Process Flows
  - Look at the Application

# PeopleSoft Overview



# PeopleSoft Overview

## Record to Report (RTR)

### **General Ledger (GL)**

- Subsystem Journals
- Monetary Journals

### **Commitment Control (KK)**

- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

## Procure to Pay (PTP)

### **eProcurement (ePro)**

- Self Service Requisitions
- Self Service Receipts

### **Purchasing (PO)**

- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

### **Accounts Payable (AP)**

- Vendors
- Vouchers/Invoices
- Payments

## Supply Chain Management (SCM)

### **Inventory (IN)**

- Putaway
- Order Fulfillment
- Inventory Counts

## Asset Lifecycle Management (ALM)

### **Asset Management (AM)**

- Assets
- Depreciation
- Retirement

## Enterprise Service Automation (ESA)

### **Grants Management (GM)**

- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

### **Contracts (CA)**

- Contracts
- Billing Plans
- Prepaids/Advances
- Revenue Plans

### **Project Costing (PC)**

- Projects
- Assets

## Order to Cash (OTC)

### **Billing (BI)**

- Billing Data
- Invoicing

### **Accounts Receivable (AR)**

- Customers
- Receivables
- Collections
- Payments
- Aging

### **Cash Management (CM)**

- Banking Relationships
- Treasury Accounting
- Reconciliation

## Human Capital Management (HCM)

### **Time and Labor (T&L)**

- Time Entered
- Costs
- Team Members
- Status of Grants
- Chart of Accounts

### **Payroll (PY)**

- Garnishment Invoices
- Tax Invoices
- Vendors
- Chart of Accounts
- Benefits Invoices

### **Human Resources (HR)**

- Personal Information

### **Benefits (BN)**

- Vendors
- Accounts Receivables

## PeopleSoft Chart of Accounts

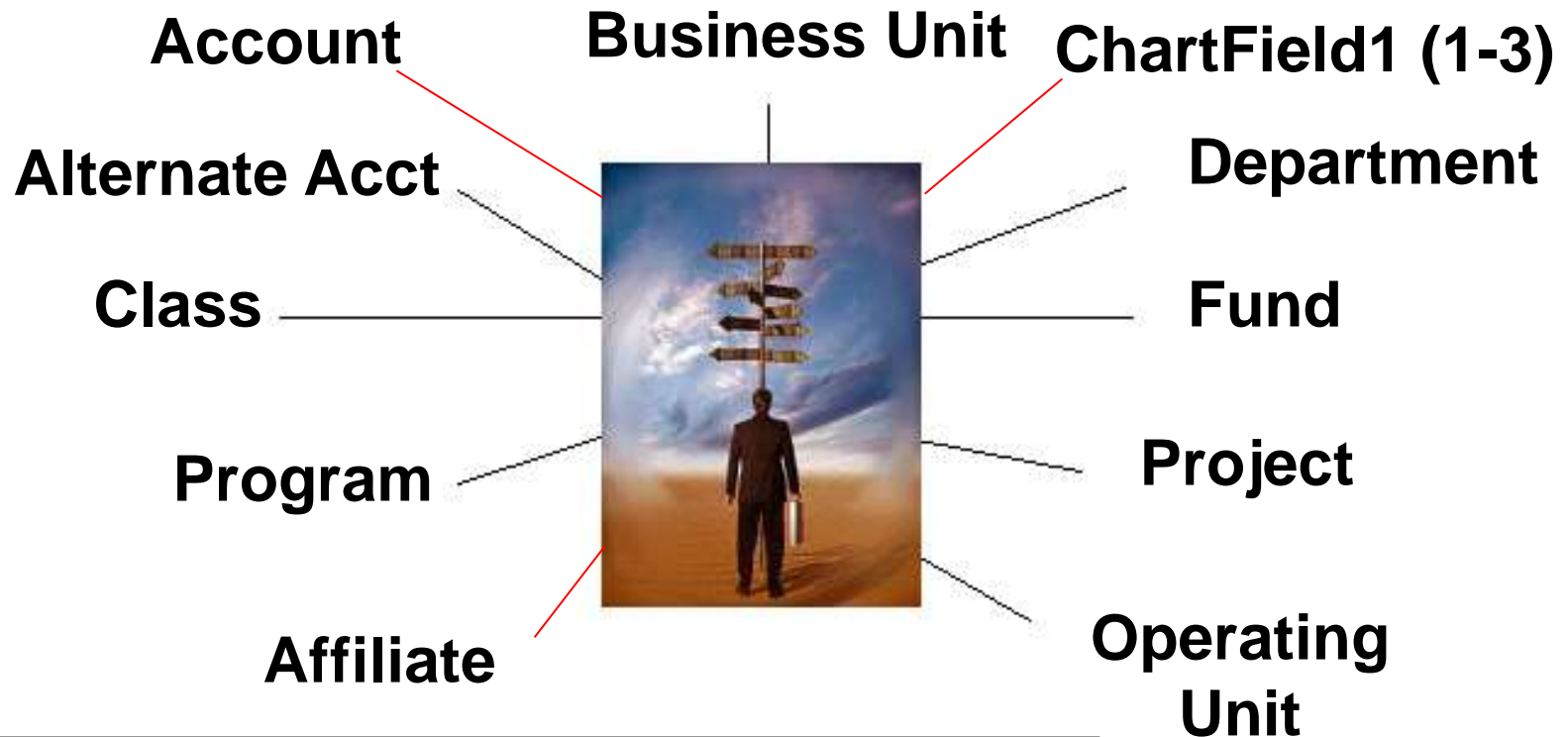
- The Chart of Accounts is the foundation for any Organization's Accounting System. It represents how financial information is gathered, stored, combined and used within the General Ledger.
- PeopleSoft Chart of Accounts is comprised of "ChartFields".
- ChartFields are used in all PeopleSoft Financial modules to record and classify transactions entered into the General Ledger.

## ChartFields

- Each ChartField is an informational field that reflects one type of data related to the transaction.
- Flexible to the needs of an organization.
- Used in all modules to create the basis for General Ledger activity.
- ChartField Combination rules can be defined to validate accounting entries before they are posted in the system.



## Meet The ChartFields



***ChartFields = Chart of Accounts***

# Key Features & Concepts (continued)

Most visited News Popular Latest Headlines Apple Getting Started Google Google Maps My Yahoo! Tennis Reservat... wikipedia >> bookmarks

ORACLE

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields

Design ChartFields

**Design ChartFields** [Edit "Design ChartFields" Folder](#)

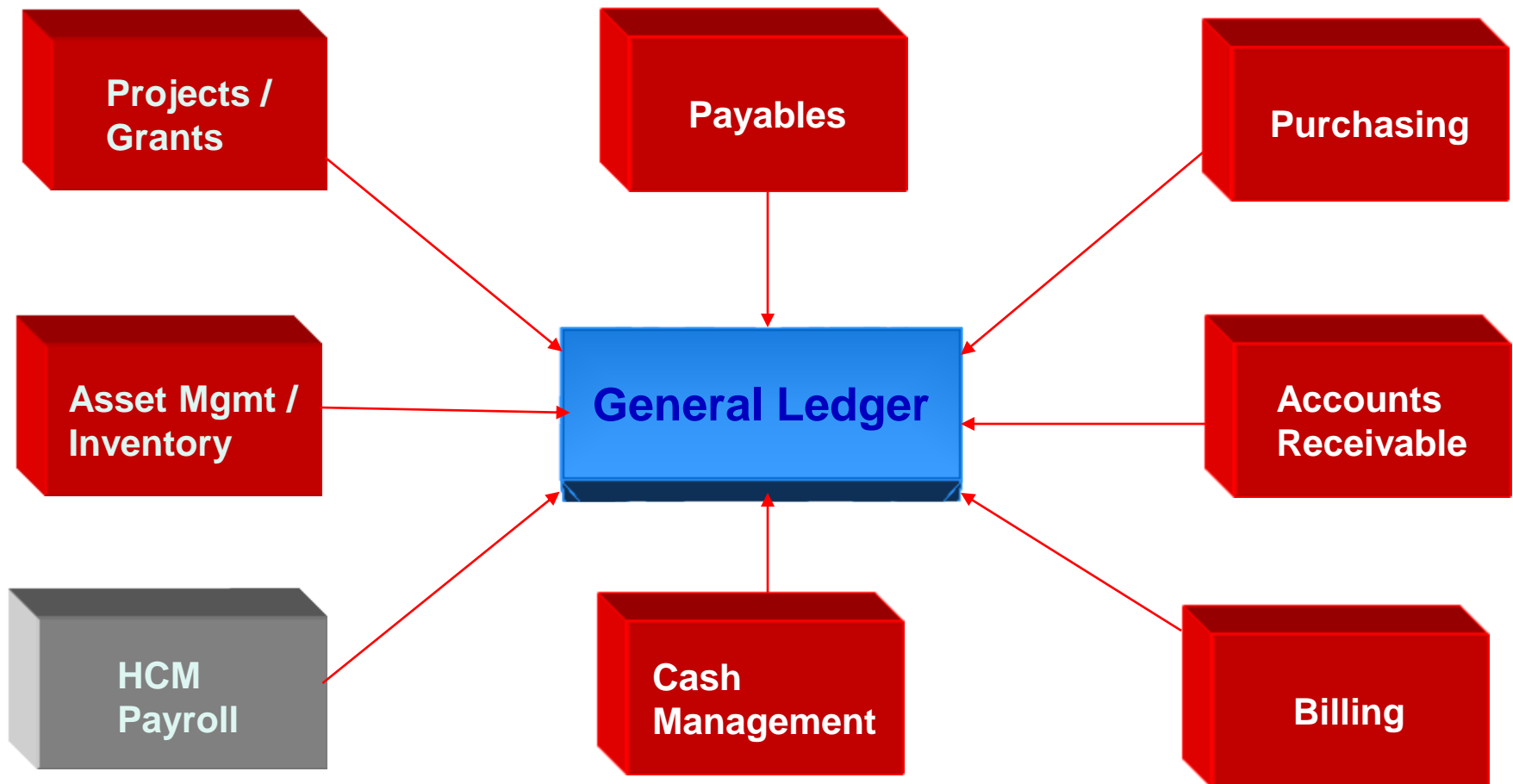
Design ChartFields.

<b>Configure</b> Configure ChartFields. <a href="#">Standard Configuration</a> <a href="#">Advanced Configuration</a> <a href="#">Attributes</a> <a href="#">7 More...</a>	<b>ChartField Audits</b> Perform ChartField audits. <a href="#">Audit Summary by Type</a> <a href="#">Audit Summary by Owner ID</a> <a href="#">Run Audits</a>	<b>Define Values</b> Define ChartField values. <a href="#">ChartField Values</a> <a href="#">Account Types</a> <a href="#">SpeedTypes</a> <a href="#">Mass Delete SpeedTypes</a>
<b>Combination Editing</b> Create ChartField combination edit rules. <a href="#">ChartField Editing Template</a> <a href="#">Combination Definition</a> <a href="#">Combination Rule</a> <a href="#">9 More...</a>	<b>ChartField Value Sets</b> Set up ChartField value sets. <a href="#">Setup ChartField Value Sets</a>	<b>ChartField Inheritance</b> Define the ChartField inheritance options for each inheritance group. <a href="#">ChartField Inheritance</a>
<b>Review</b> Review configuration status/steps, alternate accounts and ChartField attributes. <a href="#">Configuration Status</a> <a href="#">Configuration Steps</a> <a href="#">Review Alt Account Mapping</a> <a href="#">Review ChartField Attributes</a>	<b>Reports</b> Report on ChartFields, alt accounts, configuration, SpeedTypes or account types. <a href="#">ChartField Reports</a> <a href="#">ChartField Report Options</a> <a href="#">Account Balancing Group</a> <a href="#">5 More...</a>	

## What is PeopleSoft General Ledger?

- A comprehensive financial management solution for legal and management reporting.
- Automatically processed and validated transactions.
- Configurable rules for consolidations and multicurrency.
- Online real-time suspense reconciliation.
- Hierarchies and effective dating to support what-if analysis and processing.
- Complete visibility into financial results.

## General Ledger Integrations



## General Ledger Integrations

• General Ledger has delivered integration with PeopleSoft modules. PeopleSoft subsystem applications create accounting entries that you select to process in the journal generator.

- Accounts Payable
- Accounts Receivable
- Commitment Control
- Purchasing
- Billing
- Cash Management
- Inventory
- Project Costing
- Asset Management
- Human Capital Management (Payroll)

## Ledgers

- Ledgers store the posted net period activity for a set of ChartField values by accounting period and fiscal year.
- Primarily maintained through journal entries, and can store actual, budget, forecast, encumbrance, statistical or any other type of data at any level desired.
- Once ledgers are defined, PeopleSoft General Ledger will post to them according to the rules established by the organization.

## Ledgers

- Can be debit/credit balanced at the ledger level or at the ChartField level.
- The amount of time in an accounting period is determined by the calendar for the ledger.
- Net period activity is stored for each ChartField combination to which journal entries have been posted.
- Year-to-date balances are not stored; they are calculated at reporting time.

## Methods of Integrating Data

- PeopleSoft subsystem applications create accounting entries that are selected for processing by the Journal Generator.
- Delivered Spreadsheet Journal interface allows you to prepare your journals offline and import them via the internet.
- Application messaging is used to create accounting entries from PeopleSoft systems in other databases (e.g. HCM).
- Flat file imports



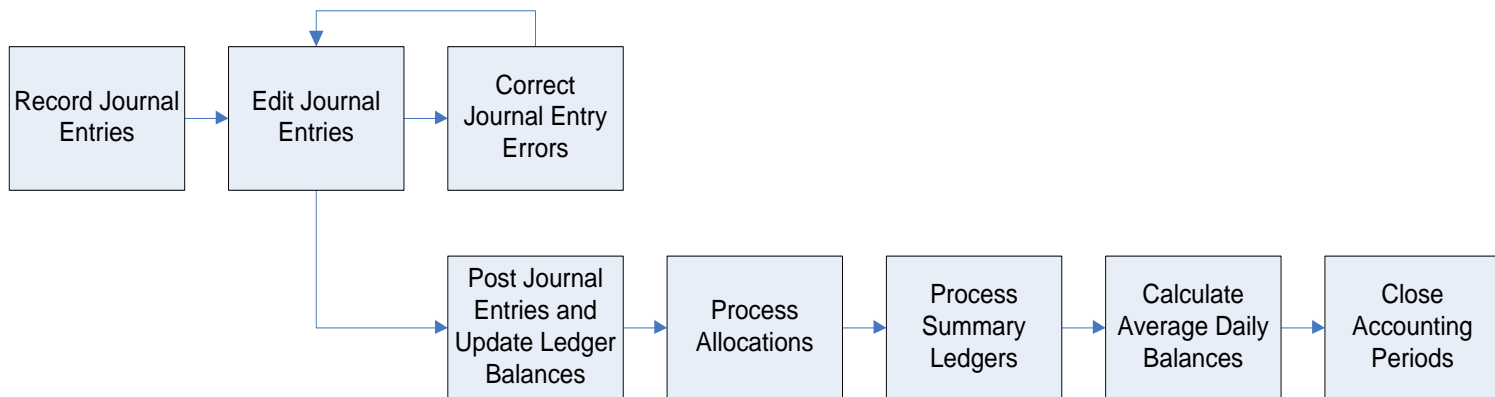
## Journal Entry / Processing

- Every journal consists of a header and journal entry lines.
- Security setup determines who can enter, validate, and post journals.
- Control totals can be added for accuracy.
- Typically journals are processed in batches. However, online processing is readily available.

## Journal Processing Flow

### Capture Transactions

General Ledger Accountant



# Key Features & Concepts (continued)

## Journal Inquiry

ORACLE®

Home | Wo

Favorites Main Menu > General Ledger > Review Financial Information > Journals

### Journal Inquiry

**Journal Criteria**

Inquiry JRNL_INQ	*Unit US001	*Ledger LOCAL	*Year 2003	*From Period 1	*To Period 12	Suspense Status
Journal ID	Date	Status	Source	Currency	Stat	Document Type
User	Document Sequence		Sort By	Max Rows	Attachment Exist	
			Journal Id	100		

Search Delete Clear

Save Return to Search Notify Add Update/Display

# Key Features & Concepts (continued)

## Journal Inquiry Results

ORACLE®

Home | V

Favorites Main Menu > General Ledger > Review Financial Information > Journals

### Journal Inquiry

**Journal Criteria**

Inquiry JRNL_INQ	*Unit US001	*Ledger LOCAL	*Year 2003	*From Period 1	*To Period 12	Suspense Status 
Journal ID 	Date 	Status 	Source 	Currency 	Stat 	Document Type 
User 	Document Sequence 		Sort By Journal Id	Max Rows 100	Attachment Exist 	

Search Delete Clear

### Journals

Customize | Find | 1-24 of 24 | First | Last

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
<a href="#">AP00000026</a>	09/12/2003	US001	Valid	AP	No Susp	SAMPLE	09/12/2003	Accounts Payable
<a href="#">AP00000027</a>	11/14/2003	US001	Errors	AP	No Susp	SAMPLE	11/14/2003	Accounts Payable
<a href="#">AR00000130</a>	05/01/2003	US001	Posted	AR	No Susp	SAMPLE	05/01/2003	AR Billing
<a href="#">AR00000034</a>	09/19/2003	US001	Posted	AR	No Susp	SAMPLE	09/19/2003	AR Payments
<a href="#">AR00000118</a>	01/02/2003	US001	Posted	AR	No Susp	SAMPLE	01/02/2003	AR Billing
<a href="#">AR00000035</a>	10/28/2003	US001	Posted	AR	No Susp	SAMPLE	10/28/2003	AR Payments
<a href="#">AR00000116</a>	10/30/2003	US001	Posted	AR	No Susp	SAMPLE	10/30/2003	AR Maintenance
<a href="#">80000156</a>	07/08/2003	BLGE1	Edit Req'd	CFO		SAMPLE	07/08/2003	InterEntity, InterUnit

# Key Features & Concepts (continued)

## Journal Inquiry Results

ORACLE®

Home | Work

Favorites | Main Menu > General Ledger > Review Financial Information > Journals

### Journal Inquiry

#### Journal Inquiry Details

▶ Ledger Criteria

Go To: [Journal Criteria](#)

Journal Header			
Journal ID:	AP00000027	Date:	11/14/2003
Ledger Group:	RECORDING	Original Date:	11/14/2003
Source:	AP	Date Posted:	
Journal Status:	Errors	Reversal Date:	
Balanced:	DR=CR	Reversal:	None
Doc Seq:		Budget Status:	Valid
Long Description:	Accounts Payable		

Schedule: No Request  
Process: No Request  
Total Lines: 2  
User ID: SAMPLE  
InterUnit BU: US001  
[View Attachment \(0\)](#)

☒ All Lines

☐ From/To

From Line:

To Line:

Query Journal Lines

Totals by Currency						Find	View All	First	1 of 1	Last
Currency:	USD	Debit Amount:	505.00	Credit Amount:	505.00	Net:			0.00	

Journal Line												Customize	Find	View All	First	1-2 of 2	Last
Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref						
	1	AP Accruals	-505.00	USD	200000												
	2	PROJ00000151	505.00	USD	600020												

# Key Features & Concepts (continued)

## Review Journal Status

ORACLE

Favorites Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

### Review Journal Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Limit the number of results to (up to 300):

**Business Unit:**

**Journal ID:**

**Journal Date:**

**UnPost Sequence:**

**Document Sequence Number:**

**Journal Header Status:**

Search

Clear

Basic Search



Save Search Criteria

### Search Results

View All

First 1-48 of 48 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
US001	0000000042	03/31/2006	0	(blank)	Posted	Valid	RECORDING
US001	0000000043	04/30/2006	0	(blank)	Posted	Valid	RECORDING
US001	0000000044	03/31/2006	0	(blank)	Posted	Valid	RECORDING
US001	0000000048	02/08/2006	0	(blank)	Posted	Valid	RECORDING
US001	0000000049	03/08/2006	0	(blank)	Posted	Valid	RECORDING



# Key Features & Concepts (continued)

## Journal Entry

ORACLE®

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit: US001 Journal ID: 0000000174 Date: 02/25/2012

Long Description: JOURNAL ENTRY EXAMPLE

\*Ledger Group: RECORDING Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2012

\*Source: ONL Period: 2

Reference Number: ADB Date: 02/25/2012

Journal Class: GENERAL

Transaction Code: Auto Generate Lines

Agency Location Code: Save Journal Incomplete Status

SJE Type: Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Save Notify Refresh Add Update/Display

# Key Features & Concepts (continued)

## Journal Entry

ORACLE®

Home | Worklist

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: US001 Journal ID: 0000000174 Date: 02/25/2012 ☐ Errors Only

[Template List](#) [Search Criteria](#) [Change Values](#)

Inter/IntraUnit \*Process: Edit Journal Process Line: 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Entry Event	Account	Oper Unit	Fund	Dept	Program
<input type="checkbox"/>	1	US001	LOCAL			124000				
<input type="checkbox"/>	2	US001	LOCAL			641800				
<input type="checkbox"/>	3	US001	LOCAL			641200				
<input type="checkbox"/>	4	US001	LOCAL			215000				

Lines to add: 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status
US001	4	500.00	500.00	Y

Save Notify Refresh Add Update/Display



# Key Features & Concepts (continued)

## Journal Entry

ORACLE®

Favorites Main Menu > General Ledger > Journals > Process Journals > Mark Journals for Posting

### Post Journals Request

Run Control ID: PS\_AUTO [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters**

**Process Frequency**  
☒ Once  
☐ Always  
☐ Don't Run

**Request Number:** 1  
**\*Description:** PeopleSoft Online Auto-Process

**Business Unit:** US001  
**Source:** ONL  
**Process Partition ID:**  
**Journal ID From:** 0000000174  
**Journal Date From:** 02/25/2012  
**From Year:**  
**From Period:**

**Ledger Group:** RECORDING  
**System Source:**  
**Journal ID To:** 0000000174  
**Journal Date To:** 02/25/2012  
**To Year:**  
**To Period:**

☐ Skip Open Item Reconciliation  
☒ Skip Summary Ledger Update

Leave a field blank to select all its values.

☐ Autopilot Run Control

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

# Key Features & Concepts (continued)

## General Ledger Reports

The screenshot displays the Oracle General Ledger Center Reporting interface. At the top, the Oracle logo is on the left, and navigation links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out are on the right. Below the navigation bar, the breadcrumb trail reads: Favorites | Main Menu > General Ledger > General Ledger Center. The main heading is "General Ledger Center" with a sub-heading "Reporting" and a link to "Edit 'General Ledger Center' Collection". A descriptive text states: "Create general, federal, and XBRL reports." The interface is organized into three columns, each with a folder icon and a title:

- General Reports**  
General Ledger reports
  - [GL Subsystem Reconciliation](#)
  - [Ledger Activity](#)
  - [Ledger Activity with Attribute](#)
  - [10 More...](#)
- Federal Reports**  
Federal Reporting
  - [FACTS I](#)
  - [FACTS II Definition](#)
  - [FACTS II Creation](#)
  - [9 More...](#)
- Cash Flow Statement**  
Cash Flow Statement setup, process, and report.
  - [Data Source](#)
  - [Elements](#)
  - [Ledger Set](#)
  - [2 More...](#)

Below these columns, there is a section for **XBRL** with the description "Maintain XBRL Context, NameSpace, Element, Instance Template, and create XBRL instance." and links to [Context](#), [NameSpace](#), [Element](#), and [2 More...](#).

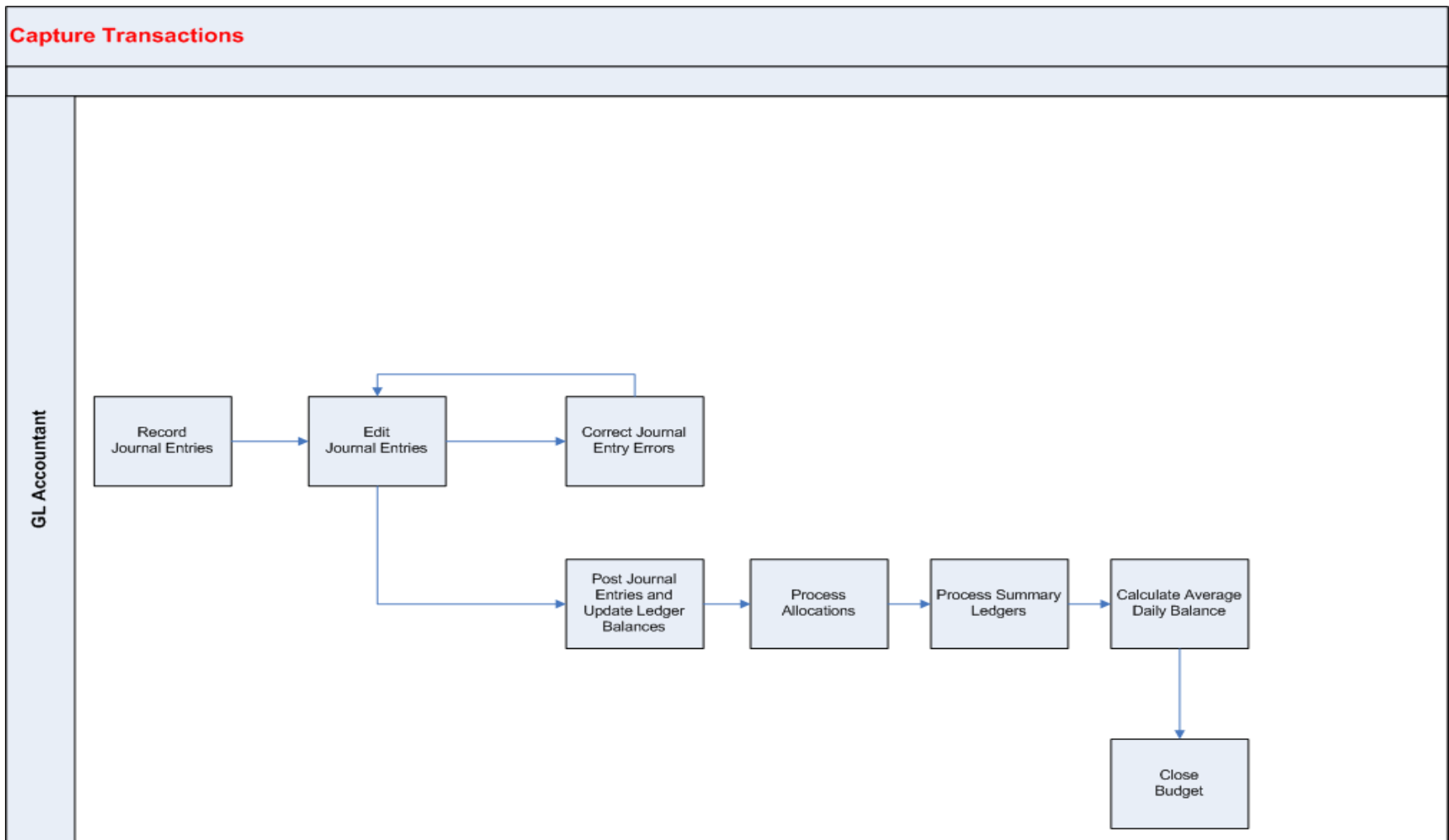
## Reports

- There are numerous delivered General Ledger Reports.
- Sample Reports:
  - Standard Journals
  - Ledger Activity
  - Posted Journal Summary
  - Ledger vs. Journal Integrity
  - Journal Edit Errors
  - Trial Balance
  - Journal Suspense Activity

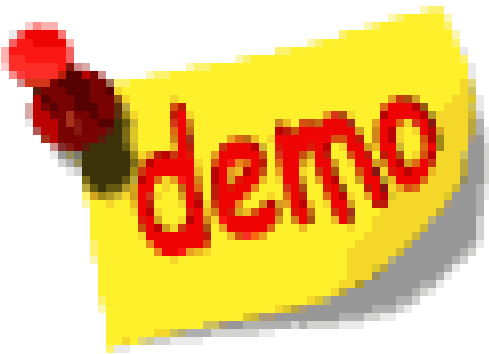
## Closing Process

- Configurable Year End and Interim Closing processes.
- Ability to close P/L accounts to one or multiple retained earnings accounts.

# Business Processes – General Ledger

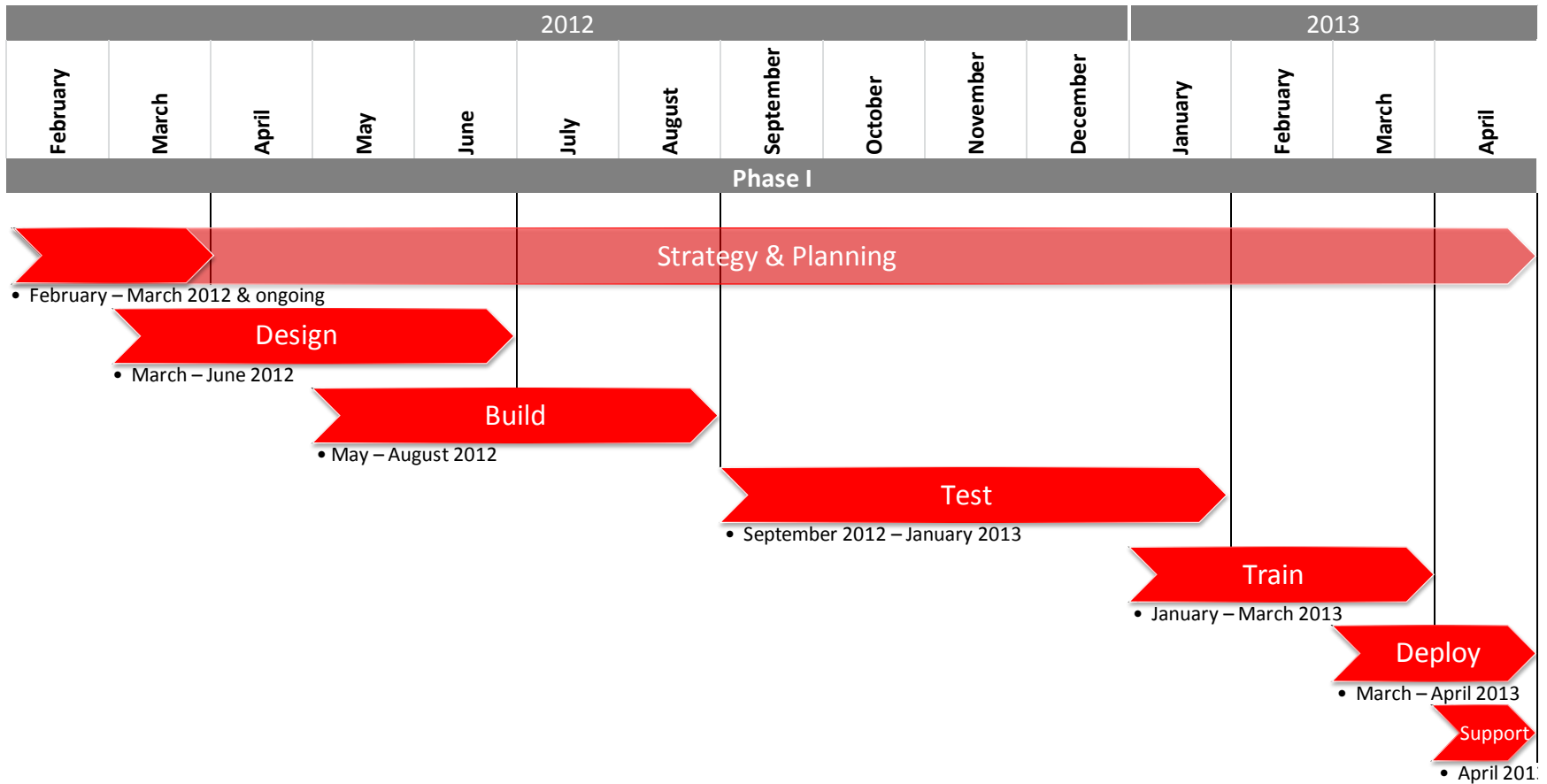


## PeopleSoft 9.1 General Ledger



- Questions?

# Next Steps



# Questions

